

February 9, 2016

Dear Property Owner or Agent:

The State of South Carolina is seeking university housing space in Richland County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Division of General Services, Real Property Services on or before **4:00 PM, April 1, 2016**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Cynthia Young via e-mail at cynthia.young@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: <http://admin.sc.gov/generalservices/leasing/procedures-and-forms>.

Sincerely,

Cynthia Young

Real Property Services



REQUEST FOR LEASE PROPOSAL FOR

UNIVERSITY OF SOUTH CAROLINA

UNIVERSITY HOUSING SPACE IN RICHLAND COUNTY

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. The Division of General Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to the Division of General Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

Lease Criteria – University of South Carolina (USC) – University Housing (UH)

- Location: The preferred location is within walking distance (1 mile radius of core campus) of University of South Carolina core campus located at 1400 Greene Street, Columbia with a year round shuttle service either provided by the landlord or, if currently available, through existing USC sponsored or existing *COMET* provided bus routes. Regularly scheduled transportation must be available to and from the USC campus in the form of a bus if property is not within walking distance of the USC campus when USC is in session. USC is in session year round, Monday through Friday from 7:30 AM and ending at 6:30 PM and will require transportation at these times.
- Expected occupancy date: August 1, 2017.
- Term of Lease: The University is seeking a two year lease with the option for 5 additional one year renewals thereafter.
- Total beds required are a minimum of 400 in apartment or suite style units.
 - The University of South Carolina's Department of Housing wishes to maintain management control of **all** leased spaces in the building in order to maintain the facility solely as a USC student housing option.
 - There should be no restrictions on the university's ability to lease to students.
 - Payments to Lessor will correspond to the student billing cycle as published by the University.
 - Students who University Housing will place in the facility will fall under the university's current Housing policies and will be held to the student code of conduct, the Clery Act, Title IX, Title II, and other applicable laws and regulations.



- University Housing will be responsible for marketing and leasing these spaces and the management of the residential life community, and also requires that the maintenance and care of the facilities be managed by the Lessor.
 - *The university is not interested in seeking random leases of varying quantities in multiple locations where it cannot maintain management control over the residential life community.*
- The facility selected will serve as student housing for single gender residents per each unit. The determination of how many residents shall be placed in each bedroom will be determined by University Housing, but will not exceed two residents per bedroom.
 - USC will be responsible for assignment of students to each bed and the distribution and maintenance of keys.
 - USC will be responsible for the payment of the master lease. Students will be billed individually through the University's billing system.
 - USC will be responsible for landlord notification of student occupancy changes in order to have unit cleaned. Turnover typically happens at the beginning of the fall and spring semesters, but can, also occur throughout the year based on student health concerns, disciplinary action, or withdrawals from the university.
- Student rooms should be move-in ready.
- Lessor will provide wireless internet service to each unit.
- Each bedroom should have at least one cable outlet for cable TV.
- Routine maid service is not required.
- Lessor will provide a student turnover cleaning service (including carpet cleaning) for when a room turnover takes place.
- Lessor will allow the university to conduct its Emotional Support Animal policy in this facility, which allows the accommodation of an emotional support animal for students as determined by the Office of Student Disabilities Services.
- If washer and dryer are not included in the unit price, a coin operated washer and dryer facility must be located in the building for easy access.
- Lessor is responsible for the apartment maintenance, pest control, repairs to property, key replacement and maintenance of locks, maintenance of furniture and other furnishing provided by Lessor.
 - Lessor is not responsible for tenant personal items as students will be required to carry personal property and liability coverage as part of their USC rental agreement.
 - Lessor is responsible for maintaining a current background check on file for all maintenance employees. Service vendors and outside repairmen who will have access to the building must be escorted.
- The University will control the use of and revenue from the property's parking spaces.
- The University will provide security for the residents and the building.



- There will be annual painting of units by the Lessor.
- The unit price will include utilities (24/7) - (electricity, gas, water, trash removal, and wireless internet service).
- The unit price will include refrigerator, stove and microwave (preferred built –in).
- The unit price will include furniture as follows:
 - The minimum requirement of each bedroom unit that will be furnished with residential hall-quality, high use furniture to include a bed, mattress, dresser, desk with chair and adequate closet/wardrobe space per occupant. The kitchen/dining areas should provide a table and adequate seating. The common living area of each unit should provide comfortable seating (sofa and chairs to accommodate the number of unit occupants), coffee or side tables with lamp.
 - An inventory of furniture and furnishings must be provided with proposal for each separate unit.
 - New shower curtains will be provided by the Lessor for each bathroom at the beginning of the academic year in August, and will be replaced during the student turnover cleaning process.

STATE REQUIREMENTS

- Standard State lease must be used which will be provided upon request or a copy is available on our website at: <http://admin.sc.gov/generalservices/leasing/procedures-and-forms>.
- No security deposits can be required for the units.
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Space must be ADA compliant. Lessor is responsible for all costs associated with ADA and fire/safety compliance.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Division of General Services, Real Property Services by **4:00 PM, April 1, 2016**.
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Please attach a proposed floor plan and the Request for Proposal Response.





Nikki R. Haley, Governor
Marcia S. Adams, Executive Director

DIVISION of GENERAL SERVICES
Nolan Wiggins, Director
1200 Senate Street, Suite 408
Columbia, SC 29201
803.737.3880
803.737.0592 fax

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with University of South Carolina (agency). Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

Cynthia Young
Real Property Services
Division of General Services
The South Carolina
Department of Administration
1200 Senate Street, Suite 408, Columbia, SC 29201
(803) 737-2363 | (803) 737-0592 fax
cynthia.young@admin.sc.gov

